



CITY OF LONG BEACH

DEPARTMENT OF HUMAN RESOURCES
PERSONNEL SERVICES BUREAU

333 West Ocean Blvd., 13th Floor | Long Beach, CA 90802 | (562) 570-6621 FAX (562) 570-6666

TRANSFER OPPORTUNITY

(Open to Current City Employees)

Assistant Administrative Analyst I or II

The Department of Human Resources is seeking to fill an opening for a classified Assistant Administrative Analyst in the Personnel Services Bureau. The selected candidate will assist managers, supervisors and employees in dealing with human resources and labor relations issues. Current Assistant Administrative Analysts are encouraged to apply as this challenging position has excellent potential for professional growth. This position may be filed at either the grade II or I level, depending on qualifications.

EXAMPLES OF DUTIES:

- Assists City departments with human resources and labor relations issues including employee discipline, reasonable accommodations and medical leaves of absences;
- Interprets Civil Service Rules and Regulations, Salary Resolution, Personnel Ordinance, Personnel Policy and Procedures, MOU's, Administrative Rules and Regulations, City Charter, and Municipal Code;
- Conducts studies, surveys, audits, projects and investigations;
- Develops and prepares personnel policies and procedures and classification specifications.

DESIRABLE QUALIFICATIONS:

- Knowledge and experience with the City's personnel structure, Civil Services Rules and Regulations, and the City Charter;
- Excellent verbal and written communication skills;
- Ability to manage multiple tasks and prioritize assignments;
- Excellent interpersonal skills;
- Proficiency in Microsoft Word, Excel, and Access.

REQUIREMENTS TO APPLY:

Open to current City employees with classified status in the classification of Assistant Administrative Analyst and individuals who are reachable on the existing Assistant Administrative Analyst eligibility list.

SELECTION PROCEDURES: Candidates are requested to send a letter of interest and resume no later than 4:30 PM, Wednesday, August 31, 2005 to:

Kevin Boylan, Director of Human Resources
Department of Human Resources
333 West Ocean Blvd., 13th Floor
Long Beach, CA 90802

EQUAL OPPORTUNITY EMPLOYER

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. This information is available in alternate format by request to Tara Brewer at (562) 570-6372.